

November 2006



COUNTY WOMEN'S NETWORK

# NEWSletter

## Be a Better Co-Worker: 10 Tips

Taking a moment to think about how we may be viewed as co-workers is an important exercise that could have lasting effects.

The single most important thing to remember is to be considerate. If you truly think about how your behavior may impact others, you will understand how to behave courteously, improving your rapport with co-workers.

Here are 10 tips to be a better co-worker:

1. **Dial it down a notch.** Whether it's talking on the phone, singing to your iPod or slamming file drawers, reduce the volume of noises emanating from your office or cube.
2. **Keep your ego in check.** Watch your bragging. Most of your co-workers don't want to be subjected to hearing the endless reasons why you are so great. Wait to earn a compliment rather than trying to force people to deliver one.
3. **Avoid office politics (Part 1).** When the resident gossip "confides" insider information to you and is waiting to hear your reaction and rebuttal—don't bite, even if it's about someone you dislike. Scandalous
4. **Clean up after yourself.** This old standby of your mother or grandmother is right. Make sure you clear the break table after eating and don't leave food rotting in the office fridge.
5. **Silence it.** Silly noises usually elicit more grimaces than giggles. Avoid annoying those personal cell phone ring tones or computer sound effects. While you may enjoy hearing "It's a Small World After All" over and over (and over) every time your BlackBerry rings, you can bet you're alone in your amusement.
6. **Cut cube clutter.** Make sure your collection of ferns doesn't cascade over adjoining cubes or the many pictures don't stick up over cube dividers. While these items may make your area "homey"; the view from the other side is probably far less pleasing.
7. **Avoid office politics (Page 2).** Today's politically correct environment

scuttlebutt flourishes on the office grapevine and you don't want your remarks to come back to haunt you.

makes discussing even the most innocuous issue a potential touchstone for office controversy. Keep your ideas for obtaining world peace or solving economic dilemmas under your hat.

8. **Temper your toxicity.** Try to not let your moments of personal or professional unhappiness blanket the office. Co-workers generally cringe at your ability to put a negative spin on everything.
9. **Good hygiene never fails.** You know how it is — you and I are with colleagues more often than our own families. Enough said.
10. **Keep the small talk small.** It's important to bond with fellow co-workers. By all means share a quick little story that will brighten their day. But don't plop down in a chair and kill a good hour with idle chatter.

The best environments to work in are those where people really get along and have built friendships. If there is an issue between co-workers, it's very important to recognize it and repair it. It's in everyone's best interest.

# November 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5 <i>National Donut Day</i>	6	7 <i>Election Day</i>	8	9	10 <i>Veterans Day</i>	11
12	13 <i>Invite a friend to the Boutique</i>	14	15 <b>Holiday Boutique</b>	16 <i>Great American Smoke Out</i>	17 <i>Scholarship Application Deadline</i>	18
19 <i>National Pencil Day</i>	20	21	22	23 <i>Thanksgiving Day</i>	24	25
26	27	28	29	30		

## Holiday Boutique

Mark your calendars for this year's Holiday Boutique. The boutique is scheduled for Wednesday, November 15 from 11am to 1pm in the County Government Center Rotunda.

The boutique is held in place of the regular San Bernardino monthly meeting

This is a great opportunity for you to support CWN, it's members and to get a jump on your holiday shopping. Why not pick up something for yourself, too??



**How do you carve your pumpkin?**

## Michelle Brass, Director of Programs

I've been a CWN member since January 2005. I entered the mentoring program and was a protégé for the 2005/2006 class. Through this program, it sparked my continued involvement in CWN and my commitment to be on the Board.

I started with the County as a Secretary I in 2004 for Public Works, Traffic Division. One year and three months later, I was promoted to Secretary II for Public Health.

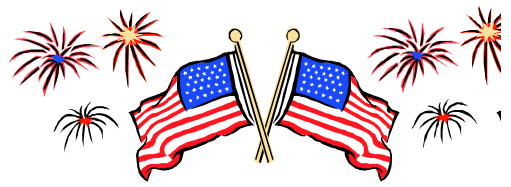
On my second day, I was promoted to Executive Secretary II for the Director of Behavioral Health where I have been since November 2005. I not only support the Director, but the Assistant Director and try to assist all administrative staff.

I also recently joined the Executive Assistants' Forum and have met many new friends.

My goal for CWN is to incorporate all I've learned in my careers and share my

experience and knowledge through the programs I will be involved in planning. I look forward to the challenges that lie ahead and hope to continue to be an active member for years to come! I will ensure each member that I will do my best and represent the organization in all my efforts.

If you have an idea for an upcoming program, please contact me via e-mail or at one of our monthly meetings.



## We Honor You ..... by CWN Members

- **EDNA GROVE** honors nephew, Gunnery Sgt. William Sneed retired after 22 years of service in the USMC. Husband, Charles Grove, Army Vietnam Veteran who served two tours of duty in the Vietnam War. Son, Treneil Grove, Army Veteran who served five years in the Army.
- **CAROL MARSHALL** honors three of her sons who served in the Armed Forces—two in Desert Storm. Carol remembers when one of her sons was in the Army and he was going overseas to Cosova, during that war, and called her. He was afraid. I told him to reason it out like he was going on the freeway. You know there are all sorts of people on the freeway. When his tour of duty was up, he called me and said, "Ma I am getting off the freeway, see you soon".
- **KATHLEEN FRINK** honors son, Daniel Frink currently serving in the USAF as a Senior Airman stationed in New Mexico. He also served time in Iraq and provided presidential security support while in Scotland.
- **EMILY DANNER** honors not only herself for serving in the Navy for 5 years and in the Persian Gulf, but for her brother serving in the USAF as a Master Sergeant in Italy.

**Attendance at the SB meeting is growing.**



Margaret Easley provided us with good information about women's health at the October Meeting. How about all those giveaways??



**Good Old Fashioned  
Networking. That's  
what we're all about!**



**See's Novelty Candy Boxes Pre-Order Sale!**

**Visit the CWN Table during the November Holiday Boutique to pre-order the mini-sized holiday boxes. Just \$5 each.**

**To make sure you receive the quantity you want, only pre-paid orders will be taken on this date.**

**Delivery expected after November 27**



## Dana Harris, Director of Programs

I am an Administrative Secretary II for Special Districts/County Fire and have worked for San Bernardino County for 18 years. I've worked as a Clerk III for Juvenile Court, DPSS Auditing, and Small Claims Advisory. The Small Claims Advisory was being cut from the County budget so I was hired as a Clerk III by Environmental Health/Hazardous Materials (HazMat) Division. Eventually County Fire brought HazMat over to their department. Since I've been in County Fire, I worked as a Clerk III at the Office of Emergency Services

and was then promoted to an Administrative Secretary II for both County Fire/Special Districts, doing all of the agenda items for both departments. I really love working for this Department.

Special Districts provides services in unincorporated areas where there are no other services provided, such as Water and Sanitation, Operations Divisions (cemetery, cable, recreation and parks, roads, and street lighting districts)

I've been a CWN member since 1997, gone through the mentoring program, and also

received a scholarship. I haven't been active in CWN for the past few years, but decided to jump back in. One of my goals is to see CWN increase in membership, but to especially increase in membership activity, and to also become more involved in the communities within the County.

In my spare time, I love to decorate my home, do scrap booking and shop, shop, shop.

## Who Can Join CWN?

There are three types of CWN memberships: *Regular*, *Association* and *Honorary*.

**Regular membership** is open to all County employees, employees of offices governed by the Board of Supervisors, SANBAG, LAFCO, and Superintendent of Public Schools, and employees of the Superior Court

of San Bernardino County, regardless of classification or length of employment.

**Associate membership** is open to all those who support the CWN's objectives. This could be a friend or family member who is not employed by any of the departments listed under "Regular Membership".

Associate members are entitled to all the rights of regular members except the right to vote or hold elected office.

**Honorary membership** may be bestowed annually upon an individual recognized by the majority of a current CWN Board of Directors

## Welcome Aboard!

A warm welcome to the following brand new CWN Members

- ◆ Allan Rawlands, Behavioral Health
- ◆ Andrew Lamberto, Human Resources
- ◆ DeAnna Avey-Motikeit, Behavioral Health
- ◆ Amy Nelson, HSS-DCS



**Annual Members-Only  
CWN Holiday Luncheon  
Wednesday, December 20  
11:30am to 1:00pm  
Shandin Hills Golf Club  
San Bernardino**



## It's Better to Give than to Receive .....

There are many things I'm thankful for — a good job, a roof over my head, a loving family and friends with whom I can share laughs and tears. Others aren't so lucky.

As we enter the holiday season, there are many less fortunate individuals than ourselves. As what has become an annual CWN tradition, our organization will again be participating in the San Bernardino Mission's program to feed the hungry, homeless and destitute men, women and children during this holiday season.

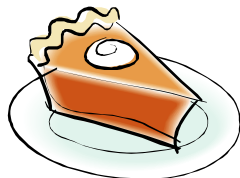
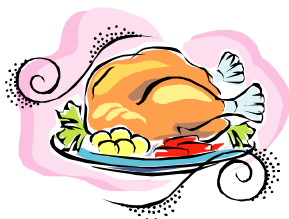
Food donations will be collected at this year's Holiday Boutique, set for Wednesday, November 15, 2006 at the County Government Center. Here's a grocery list of what would be appreciated:

- ☺ 15lb turkeys
- ☺ 10lb hams
- ☺ 5lb bags of potatoes
- ☺ Canned sweet potatoes
- ☺ Canned mixed vegetables
- ☺ Canned cranberry sauce
- ☺ Ready serve dinner rolls
- ☺ Fruit punch (1 gallon concentrate)
- ☺ Soda (2 liter size)
- ☺ Margarine (1 lb box)
- ☺ Pumpkin pies
- ☺ Apple pies
- ☺ Small cakes for food boxes
- ☺ Grocery store certificates (\$5 increments) for turkey and/or ham



The Mission hopes to feed more than 28,350 this holiday season. Why not pick up a few extra items while you're buying groceries for your family? You'll feel good that you made a difference and put a smile on a stranger's face.

If your office would like to make a food donation to the Mission as a whole, and the items are too many to deliver to the boutique, please e-mail Shirili Smith (on the global e-mail) to arrange for pick up and/or delivery.





# *Management & Leadership Academy Graduation*

Congratulations to the following CWN Members who will graduate from the Management & Leadership Academy on Wednesday, November 8, 2006.



## *Executive Development*

Janice Reins



## *Management Development*

Jo-Ann Burns

Amy Nelson



## *Supervisory Development*

Bobbi Albano

Rosa Garcia

Kimberly Hays

Mary Mayes



## Favorite Family Holiday Tradition *by CWN Members*

- **Michele Watson** ~ going next door when I was growing up and watching the ladies in the neighborhood make tamales.
- **Carol Marshall** ~ decorating the tree. I have ornaments for each of my children and grandchildren. While growing up, the children would forever be moving the ornaments until they settled on the "perfect" spot.
- **Caprice Zierau** ~ having professional family portraits taken each year and giving them away as holiday gifts.
- **Ashley Schwenk** ~ opening gifts together on Christmas morning
- **Jean Goodman** ~ The Macy's Day Parade, good home cooking with traditional dishes, college football (she watches 2 while cooking up the feast) and roasted chestnuts.
- **Lucy Gigena** ~ The big town celebration commemorating the "founders of our town". After assisting the church, the family would gather at my home for a big feast and to share stories until the evening hours. (I grew up in Argentina and moved to the US in 1990)



The CWN

Board currently has openings for two board seats—*Director of West Valley Region* and *Director of Community Services*.

This is a wonderful way to become more involved in CWN.

If you are interested in either of these positions, please e-mail Melonee Vartanian no later than Thursday, November 9

## CRUISE FUNDRAISER



Time is running out! The deadline to purchase raffle tickets for the annual CWN Baja Mexico cruise fundraiser is December 15.

One ticket for \$10 or three tickets for \$25. Make sure to visit the CWN Table at the Boutique to purchase your tickets. Cash or checks accepted. Winner will be announced at the Holiday Luncheon on December 20, 2006.  
**Raffle tickets will not be on sale at the Holiday Luncheon.**

## QUIZ ~ Women & Wealth: How to Have It All

1. \_\_\_\_\_ % of women end up managing their own finances at some point in their lives.

- A) 10-20%
- B) 55-60%
- C) 80-90%
- D) 95-100%

2. Most stock market investors get wiped out at least once in their lifetime.

- A) True
- B) False

3. If a 45 year old woman plans to retire at age 60, how many years can she expect to live in retirement?

- A) 10 years
- B) 12 years
- C) 19 years
- D) 21 years

4. If inflation is 4% per year, how much would a \$50 restaurant dinner for two cost in 10 years?

- A) \$54
- B) \$60
- C) \$74
- D) \$80

5. Over the last 30 years, which of the following investment classes had the greatest overall applications?

- A) US corporate bonds
- B) US treasury notes
- C) Stocks
- D) CD's



Answers on back page.

### CONTACT US

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Alvina Hollensbe, Director of Publicity

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Kimberly Brown,  
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#### Programs:

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Dana Harris,  
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### ~ Get to know your Organization ~

*Each month there will be a trivia question about CWN in this monthly newsletter. If you know the answer to the question, send an e-mail to [cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com) by the deadline with “TRIVIA” in the subject line.*

***No Trivia Opportunity in November due to the Holiday Boutique. Check here next month.***

**October Trivia Winner**

**BARBARA WEST**

**Correctly named five CWN presidents**

Quiz Answers: 1. C, 2. B, 3. D, 4. C, 5. C

## Buzzword Overload

They just roll off your tongue and make you seem so hip and trendy. Plus, you sound a lot more knowledgeable about the topic at hand and are impressing people, right? Wrong. Buzzwords and jargon actually clutter communication.

Using too many buzzwords can obscure the meaning of what you're trying to say.

Jargon is not ear-friendly. Everyone appreciates it when you speak in plain English.

Communication is key to success. People who can communicate clearly climb to the top of the ladder. People “get” what they are talking about, because they know how to get people to focus through simple language.

If you're a slave to the hottest lingo and need simpler wording or often caught off guard by new slang, mumbo jumbo and gobbledygook, here's a list of some of today's most popular terms:

- ◆ Action items ~ to-do list
- ◆ Baked in ~ included
- ◆ Bandwidth ~ time you spend on a project
- ◆ Best practices ~ best method
- ◆ C-level ~ CEO, CFO, etc
- ◆ Core competency ~ what a company does best
- ◆ Deliverables ~ goals
- ◆ Google ~ method of searching
- ◆ Low-hanging fruit ~ obvious goal or solution to go after
- ◆ Married to ~ combination of two things
- ◆ Mission critical ~ outcome is important to the function of the business
- ◆ Next steps ~ to-do list
- ◆ Offline ~ talk one-on-one
- ◆ Onboarding ~ process of bringing the new boss up to speed
- ◆ Outcomes and outputs ~ results and tactics
- ◆ Ping ~ instant message and waiting for a response
- ◆ POV ~ point-of-view
- ◆ Ramp up ~ get going, or move forward fast
- ◆ Strategic ~ this now appears to describe everything
- ◆ Takeaways ~ key points of a meeting; can result in action items, deliverables or next steps ... LOL (that's computer lingo for “laugh out loud”)

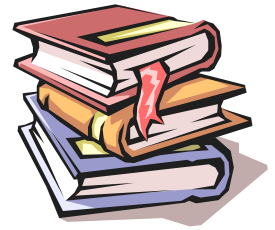


# County Women's Network

## Career Development Scholarship Announcement



# It's That Time Again!



CWN is once again accepting applications for our Career Development Scholarships!

CWN takes pride in offering financial assistance to help our members improve, grow and develop. Please take advantage of what CWN is offering to you as long-standing members.

Scholarship funds may be applied toward any course of study that conforms to our goal of growth and development. This may include, but is not limited to:

- ◆ **Seminars/Training (Skill Building, Computer, Management, Supervision, etc.)**
- ◆ **PERC Courses**
- ◆ **Vocational Training**
- ◆ **All levels of College courses**
- ◆ **Books**

For eligibility and other information refer to the form titled "Scholarship Guidelines."

The deadline for the Winter 2006 scholarship is **Friday, November 17, 2006**.

Forward your completed application to *Denise McGovern, Court Executive Office - Mail Code 0302*, so that it reaches her office by **5:00 p.m. November 17th** to be considered for the current award cycle.

Do not include your name on the supplemental portion of the application in order to maintain an unbiased evaluation process.

### **Suggestions:**

1. Review each question carefully.
2. Answer each question as clearly and concisely as possible.
3. Ask a supervisor, mentor or coworker to review your scholarship prior to submitting it.

For further information please contact Denise McGovern via e-mail or at (909) 387-6449.



County Women's Network

## Annual Cruise Fundraiser

### 3-Day Mexican Riviera Cruise Tickets

**On Sale Now!**

Tickets just \$10 each or 3 for \$25

Purchase tickets by cash or check

See Alvina Hollensbe at the SB meeting to purchase your tickets!

Winner will be announced at our *Annual Members Only* Holiday Luncheon on December 20.

*Winner need not be present to win.*

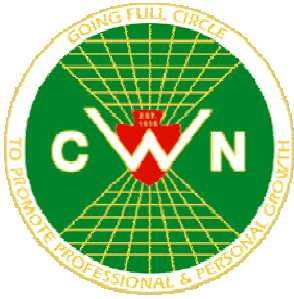
Raffle open to CWN members, their friends and co-workers.

***Deadline to purchase tickets is Friday, December 15***

Can't get to the San Bernardino Meeting to purchase tickets or live out of the area??  
No problem! Contact Alvina Hollensbe via e-mail [cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com) to make alternative arrangements to purchase your raffle tickets.

***Proceeds from this fundraiser benefit the CWN Scholarship Fund***





# County Women's Network Fundraiser



Have you recently purchased a new cell phone? What did you do with your old one?  
Now is the perfect time to clean out that junk drawer AND support CWN by donating old cell phones.  
Your friends and family members are also encouraged to support CWN by donating their cell phones, too.

***WHEN: Monthly. This will be an ongoing fundraiser.***

***WHERE & HOW:*** Bring old cell phones to the next CWN meeting and drop them into the special collection box located at check-in. If you have plans to purchase a new cell phone in a couple months - don't worry! You will still be able to turn in your old phone to CWN.

***WHAT WE GET:*** Cell phones will be converted into cash with all proceeds going to the CWN Scholarship Program

***WHY:*** Recycling used cell phones helps to preserve our environment. Did you know that 75% of all used cell phones still have value? Old cell phones should not be disposed of in landfills as they contain many toxic materials that are harmful to our environment.

**Thank you for your support!**





# FREE FLU SHOTS

## 2006 Schedule

For all County employees and their household members over 18 years of age.  
(Must present proper identification)

ADDRESS	DATE	TIME	CLASS ID	TIME	CLASS ID	TIME	CLASS ID
<b>SAN BERNARDINO</b> HS Personnel 834 Hardt Street	Monday 10-30	9:00 10:30	19430 19433	9:30 11:00	19431 19434	10:00	19432
<b>COLTON</b> HS TAD/Conference Room 2 2040 Woodpine	Monday 10-30	1:00 2:30	19435 19438	1:30 3:00	19436 19439	2:00	19437
<b>VICTORVILLE</b> PERC / Test Center 17270 Bear Valley Road, Suite 100	Tuesday 10-31	9:00 10:30	19440 19443	9:30 11:00	19441 19444	10:00	19442
<b>HESPERIA</b> HS TAD/Conference Room C 9655 9th Street	Tuesday 10-31	1:30 3:00	19445 19588	2:00	19446	2:30	19447
<b>SAN BERNARDINO</b> Government Center/Joshua Room 385 North Arrowhead	Wednesday 11-1	8:30 10:00	19448 19451	9:00 10:30	19449 19452	9:30 11:00	19450 19453
<b>SAN BERNARDINO</b> Public Works/Hearing Room 825 East Third Street	Wednesday 11-1	1:00 2:30	19454 19457	1:30 3:00	19455 19458	2:00 3:30	19456 19459
<b>SAN BERNARDINO</b> Information Services/Wk Room 1 670 East Gilbert Street	Thursday 11-2	9:00 10:30	19460 19463	9:30 11:00	19461 19464	10:00	19462
<b>SAN BERNARDINO</b> Civic Center/HR Conference Room 157 West 5th Street	Thursday 11-2	1:30 3:00	19465 19468	2:00 3:30	19466 19469	2:30 4:00	19467 19470
<b>SAN BERNARDINO</b> HS TAD/Room 3B 670 East Gilbert Street	Monday 11-6	9:00 10:30	19471 19474	9:30 11:00	19472 19475	10:00	19473
<b>SAN BERNARDINO</b> HS Administration/Conf. Room D 150 South Lena Road	Monday 11-6	1:30 3:00	19476 19479	2:00 3:30	19477 19480	2:30	19478
<b>RANCHO CUCAMONGA</b> HS TAD/Road Runner Room 10825 Arrow Route	Tuesday 11-7	9:00 10:30	19482 19485	9:30 11:00	19483 19486	10:00	19484
<b>RANCHO CUCAMONGA</b> HS DCS Barbara Watts Room 9638 7th Street	Tuesday 11-7	1:00 2:30	19487 19490	1:30 3:00	19488 19491	2:00	19489
<b>REDLANDS</b> HS TAD/Conf. Room A 881 Redlands Boulevard	Wednesday 11-8	9:00 10:30	19492 19495	9:30	19493	10:00	19494
<b>REDLANDS</b> HS TAD/ESP 760 East Stuart Street	Wednesday 11-8	1:00 2:30	19496 19499	1:30 3:00	19497 19500	2:00	19498
<b>FONTANA</b> Courthouse/Jury Room 17780 Arrow Boulevard	Thursday 11-9	9:00 10:30	19501 19504	9:30 11:00	19502 19505	10:00	19503
<b>FONTANA</b> HS TAD/Crosswell Commons 7977 Sierra Avenue	Thursday 11-9	1:30 3:00	19506 19509	2:00 3:30	19507 19510	2:30	19508
<b>VICTORVILLE</b> HS DCS/Conference Room 1 15480 Ramona Avenue	Monday 11-13	9:00 10:30	19511 19514	9:30 11:00	19512 19515	10:00	19513
<b>VICTORVILLE</b> HS TAD/Coyote Corner Room 12219 Second Avenue	Monday 11-13	1:30 3:00	19516 19519	2:00	19517	2:30	19518
<b>SAN BERNARDINO</b> General Services/Large Room 777 East Rialto Avenue	Tuesday 11-14	9:00 10:30	19520 19523	9:30 11:00	19521 19524	10:00	19522
<b>SAN BERNARDINO</b> SBPEA/Large Conference Room 433 North Sierra Way	Tuesday 11-14	1:30 3:00	19525 19528	2:00 3:30	19526 19529	2:30	19527
<b>RANCHO CUCAMONGA</b> Probation Dept./2nd Floor 8303 Haven Avenue	Thursday 11-16	9:00 10:30	19533 19536	9:30 11:00	19534 19537	10:00	19535
<b>ONTARIO</b> HSS TAD/R&R Room 1627 East Holt Boulevard	Thursday 11-16	1:30 3:00	19538 19541	2:00	19539	2:30	19540
<b>SAN BERNARDINO</b> Sheriff's Headquarters/Hearing Room 655 East Third Street	Monday 11-20	9:00 10:30	19542 19545	9:30 11:00	19543 19546	10:00	19544
<b>SAN BERNARDINO</b> Government Center/Joshua Room 385 North Arrowhead Avenue	Monday 11-20	1:30 3:00	19547 19550	2:00 3:30	19548 19551	2:30	19549
<b>RIALTO</b> Fire Department/EOC Conference Room 10825 Arrow Route	Tuesday 11-21	9:00 10:30	19552 19555	9:30	19553	10:00	19554
<b>RIALTO</b> BHRC/Room C105 850 East Foothill Boulevard	Tuesday 11-21	1:00 2:30	19556 19559	1:30 3:00	19557 19560	2:00	19558
<b>SAN BERNARDINO</b> HS Program Integrity Division Hearing Room 3, 606 East Mill Street	Monday 11-27	9:00 10:30	19561 19564	9:30 11:00	19562 19565	10:00	19563
<b>SAN BERNARDINO</b> HS TAD/Conference Room 2C 2050 Massachusetts	Monday 11-27	1:30 3:00	19566 19569	2:00	19567	2:30	19568
<b>SAN BERNARDINO</b> Auditor/Controller-Recorder Conference Room A, 222 West Hospitality Lane	Tuesday 11-28	9:00 10:30	19570 19573	9:30 11:00	19571 19574	10:00	19572
<b>SAN BERNARDINO</b> HS TAD ESP/Room JC-1 600 North Sierra Way	Tuesday 11-28	1:30 3:00	19575 19578	2:00 3:30	19576 19579	2:30	19577

### OUTLYING CLINICS — NO APPOINTMENT NECESSARY\*

<b>TRONA</b> Community Senior Center, 13187 Market Street	Tuesday 10-24	11:00 - 12:00
<b>NEEDLES</b> Senior Center, 1699 Bailey Avenue	Tuesday 10-31	2:30 - 3:30
<b>BARSTOW</b> Public Health Center, 303 East Mt. View	Wednesday 11-1	2:30 - 3:30
<b>BIG BEAR LAKE</b> Sheriff's Station, 477 Summit Boulevard	Thursday 11-9	9:00 - 10:30
<b>TWIN PEAKS</b> Sheriff's Station, 16010 State Highway 189	Thursday 11-9	1:00 - 2:00
<b>TWENTYNINE PALMS</b> Library, 6078 Adobe Road	Wednesday 11-15	9:00 - 11:00
<b>JOSHUA TREE</b> Superior Court, 6527 White Feather Road	Wednesday 11-15	11:00 - 12:00
<b>YUCCA VALLEY</b> DCS, 56311 Pima Trail	Wednesday 11-15	1:30 - 3:00

\*These are walk-in clinics and require no registration.

You must register for all other clinics with a Class ID # using the instructions at right.

### TO REGISTER

- Call (909) 388-4110
- Enter your birth date and the last four digits of your employee ID number; press the # key.
- Enter the first three letters of your last name and press the # key.
- Follow the instructions from the main menu.
- Press "1" and enter the class ID # from above.
- Press "1" to enter your registration.
- Press "5" to confirm your enrollment.

### MAKE-UP CLINICS

December 5th from 1:00. to 4:00 • December 11th from 8:00 to 12:00 • December 12th from 1:00 to 4:00

The Center for Employee Health and Wellness

400 North Pepper Ave., Colton • (909) 580-1701

For further information, contact Debra Taylor, Wellness Coordinator, at (909) 387-1005

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